



DWD Issuance 20-2008

Issued: May 5, 2009
Effective: March 26, 2009

Subject: Career Assistance Program (CAP) File Maintenance Policy

1. Purpose: To provide CAP case managers a revised policy regarding the File Maintenance Policy for Temporary Assistance (TA) applicants and recipients.
2. Background: Reauthorization of the Temporary Assistance to Needy Families (TANF) was achieved through the Deficit Reduction Act (DRA) of 2005, when the Department of Health and Human Services (HHS) released the final regulations on February 5, 2008. This legislation effectively changed many of the rules surrounding the delivery of services to Temporary Assistance (TA) recipients in the Career Assistance Program (CAP). As a result of the final regulations, the case load reduction's base year changed from 1996 to 2005; thereby, substantially increasing the states required effective work participation rates.

For the final regulations, Congress directed HHS to define the allowable work activities in order to provide a more uniform method of federal reporting to compare the states. The reauthorization did not give HHS the authority to change or add to the work activities, nor did it allow HHS to modify the core and non-core designations, both of which were contained in the original legislation. Further, the reauthorization mandates states adhere to specific rules for documentation and supervision of actual activity hours related to those definitions.
3. Substance: Attached is the File Maintenance policy. Significant elements include:
 - Description
 - Paper File Creation
 - Paper File Requirements
 - Required Paperwork in Files
 - Retention Requirements

4. Action: Effective March 26, 2009, Local Workforce Investment Boards and program operators must comply with this guidance when implementing and operating CAP. The revised “File Maintenance” policy is effective upon receipt of this policy Issuance. CAP Service Providers should replace the current “File Maintenance and Documentation” policy pages with this policy in the current CAP policy manual. This policy should be kept in the new “Policies for Applicants and Recipients” section of the manual.
5. Contact: Questions or comments regarding this issuance should be directed to Susan Petersen, Manager, Self Sufficiency Programs, at 573.526.8266 or susan.petersen@ded.mo.gov
6. Reference: Department of Health and Human Services (HHS), Final Rule, 45 CFR Parts 261, 262, 263, and 265, in the Federal Register on Tuesday, February 5, 2008
http://www.acf.hhs.gov/programs/ofa/law-reg/law_index.html
7. Rescissions: Current “File Maintenance and Documentation” Policy
8. Attachments: #1 CAP File Maintenance Policy and Toolbox 2.0 Instructions



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